



Washington State Auditor's Office

Local Government Support



Online Filing Instructions



WASHINGTON
BRIAN SONNTAG
STATE AUDITOR

Getting Started

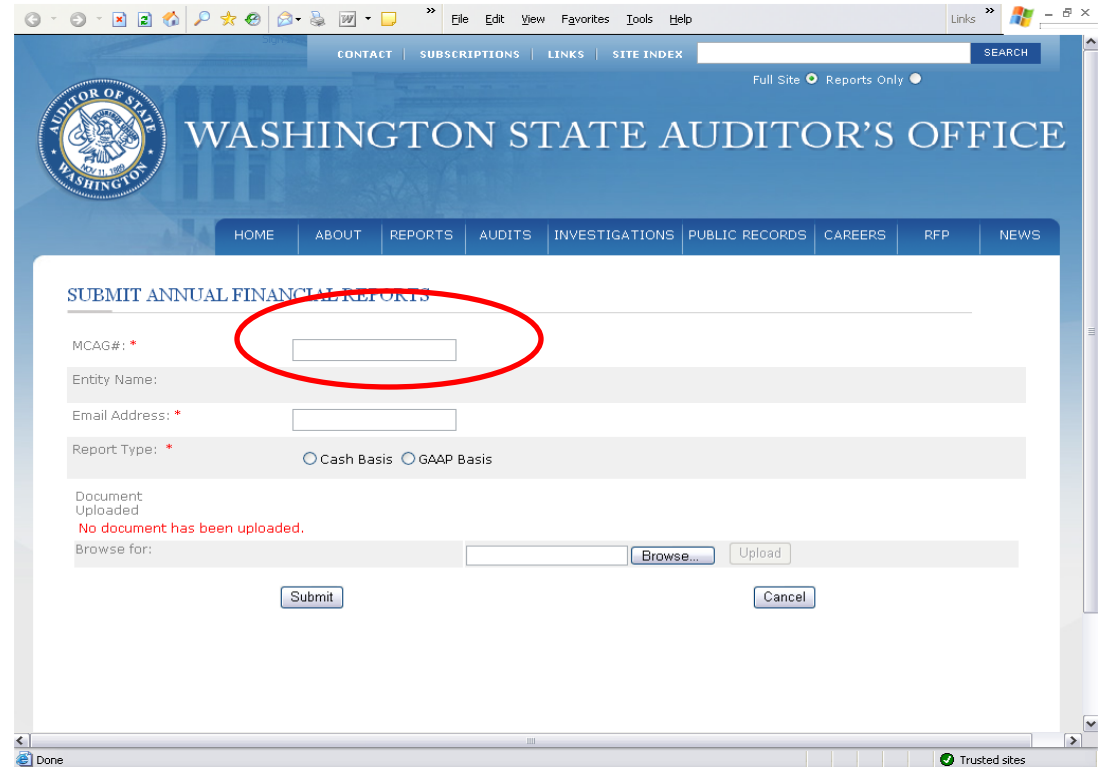
What do I need?

- MCAG Number
- Completed:
 - ☐ Certification Form
 - ☐ Financial Statements and Notes to the Financial Statements (if applicable)
 - ☐ Required Schedules
- Your e-mail Address



Step 1

- Enter MCAG number
- Entity Name will appear



The screenshot shows the Washington State Auditor's Office website. The main heading is "WASHINGTON STATE AUDITOR'S OFFICE". Below the heading is a navigation bar with links: HOME, ABOUT, REPORTS, AUDITS, INVESTIGATIONS, PUBLIC RECORDS, CAREERS, RFP, and NEWS. The "REPORTS" link is highlighted. Below the navigation bar is a form titled "SUBMIT ANNUAL FINANCIAL REPORTS". The form contains the following fields and options:

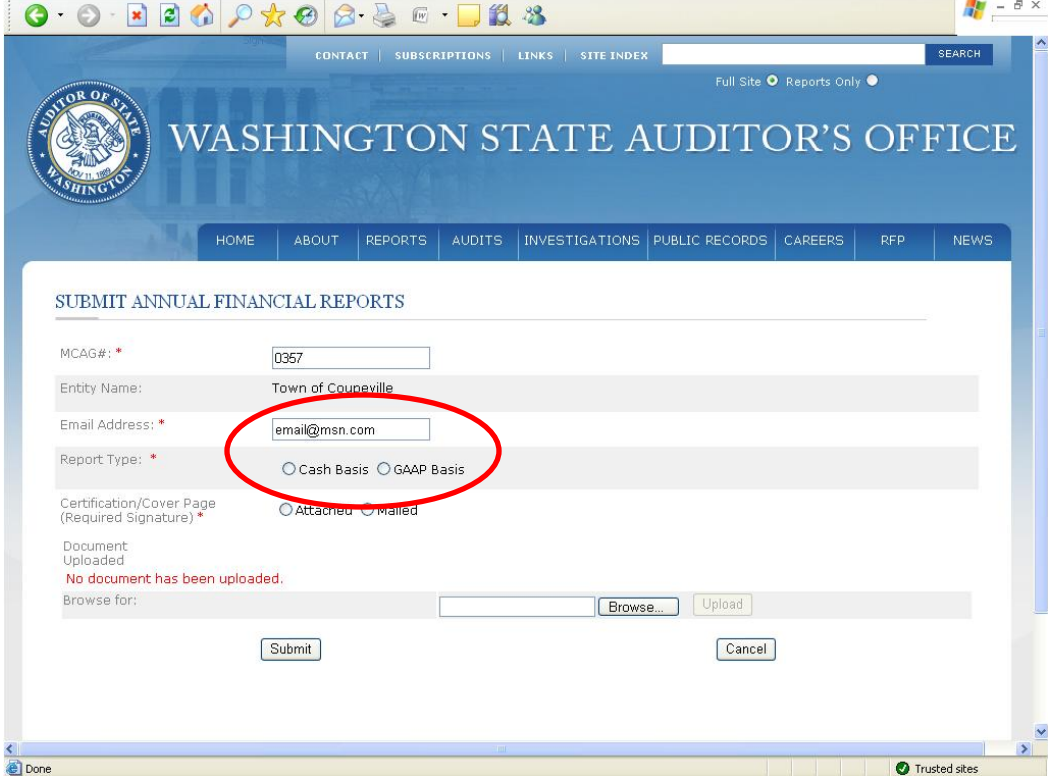
- MCAG#: * (This field is highlighted with a red circle in the image)
- Entity Name: (This field is empty, indicating that the name will appear after the MCAG number is entered)
- Email Address: *
- Report Type: *
 - ☐ Cash Basis
 - ☐ GAAP Basis
- Document Uploaded

No document has been uploaded.
- Browse for: (This field is empty, with a "Browse..." button next to it)
- Upload (This button is disabled)
- Submit (This button is enabled)
- Cancel (This button is enabled)



Step 2

- Enter E-mail Address
- Select Cash Basis or GAAP Basis – after this selection the reporting requirements will display



WASHINGTON STATE AUDITOR'S OFFICE

SUBMIT ANNUAL FINANCIAL REPORTS

MCAG#: * 0357

Entity Name: Town of Coupeville

Email Address: * email@msn.com

Report Type: * ☒ Cash Basis ☐ GAAP Basis

Certification/Cover Page (Required Signature) * ☐ Attached ☐ Mailed

Document Uploaded
No document has been uploaded.

Browse for:



Step 3

- Next, all required documents are highlighted
- Select :
 - Attached (Electronic copy)
 - Mailed (Paper copy)
 - No Activity (Required but nothing to report)
 - Not Applicable

MCAG#: *

Entity Name: Town of Coupeville

Email Address: *

Report Type: * ☒ Cash Basis ☐ GAAP Basis

Certification/Cover Page (Required Signature) * ☐ Attached ☐ Mailed

Statements: *

Statement	Attached	Mailed	No Activity	Not Applicable
C4/C5 Resources & Uses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schedules: *				
04 Detail of Revenues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Detail of Expenditures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
07 Warranty Activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09 Long-Term Debt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 Limitations of Indebtness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 Cash Activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 Investment Activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16 Grant Expenditures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17 Public Works	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19 Labor Relations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21 Risk Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22 Annual Audit Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Document Uploaded

No document has been uploaded.



Step 4

- Once all items have been selected, click Browse to attach files.

Entity Name: Town of Coupeville

Email Address: * email@msn.com

Report Type: * ☒ Cash Basis ☐ GAAP Basis

Certification/Cover Page (Required Signature) * ☐ Attached ☐ Mailed

Statements: *

Statements	Attached	Mailed	No Activity	Not Applicable
C4/C5 Resources & Uses	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Schedules: *

Schedules	Attached	Mailed	No Activity	Not Applicable
04 Detail of Revenues	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Detail of Expenditures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
07 Warranty Activity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09 Long-Term Debt	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 Limitations of Indebtness	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 Cash Activity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 Investment Activity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16 Grant Expenditures	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
17 Public Works	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19 Labor Relations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21 Risk Management	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22 Annual Audit Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Document Uploaded

No document has been uploaded.

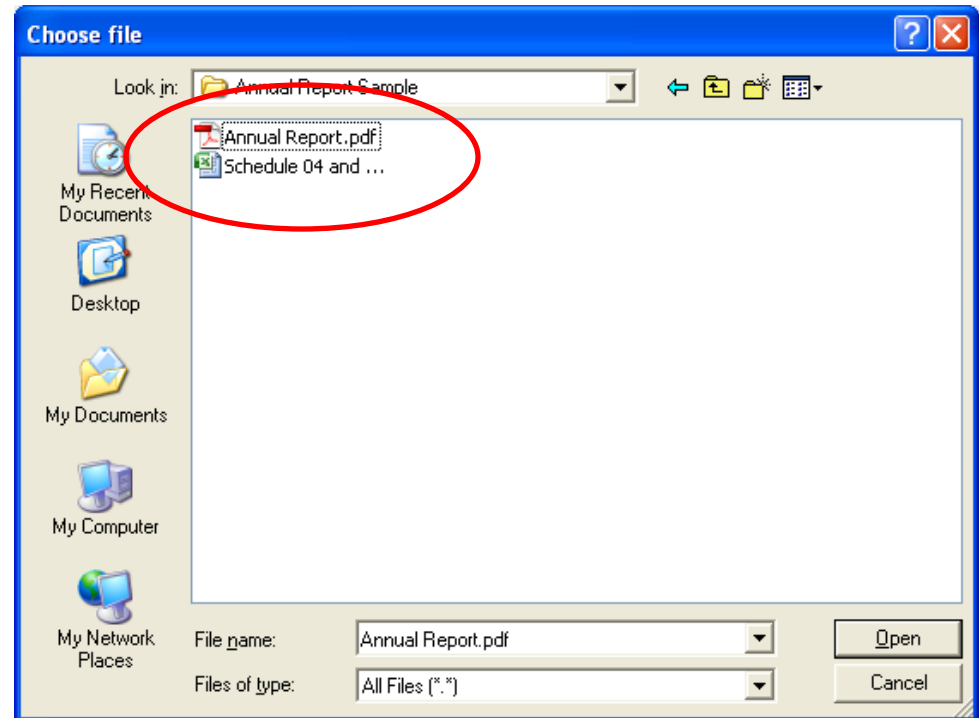
Browse for:

Done Trusted sites



Step 4 - Continued

- Only a single file can be attached at a time
- Any file type is acceptable
 - Exception: Schedules 04 and 05 should be either an Excel or Text file
- Select a file and click Open



Step 5

- The selected file will appear in window
- Click Upload

Entity Name:	Town of Coupeville		
Email Address: *	<input type="text" value="mymail@yyy.com"/>		
Report Type: *	<input checked="" type="radio"/> Cash Basis <input type="radio"/> GAAP Basis		
Certification/Cover Page (Required Signature) *	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed		
Statements: *	C4/C5 Resources & Uses	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	Notes	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
Schedules: *	04 Detail of Revenues	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	05 Detail of Expenditures	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	07 Warranty Activity	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	09 Long-Term Debt	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	10 Limitations of Indebtness	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	11 Cash Activity	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	12 Investment Activity	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	16 Grant Expenditures	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	17 Public Works	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	19 Labor Relations	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	21 Risk Management	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	
	22 Annual Audit Assessment	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable	

Document
Uploaded

No document has been uploaded.

Browse for:



Step 6

- The selected file will appear as Document Uploaded
- Repeat Browse (Step 4) for multiple files

Email Address: * mymail@yyy.com

Report Type: * ☒ Cash Basis ☐ GAAP Basis

Certification/Cover Page (Required Signature) * ☒ Attached ☐ Mailed

Statements: *

C4/C5 Resources & Uses	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
Notes	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable

Schedules: *

04 Detail of Revenues	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
05 Detail of Expenditures	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
07 Warranty Activity	<input checked="" type="radio"/> Attached <input checked="" type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
09 Long-Term Debt	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
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11 Cash Activity	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
12 Investment Activity	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
16 Grant Expenditures	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
17 Public Works	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
19 Labor Relations	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
21 Risk Management	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
22 Annual Audit Assessment	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable

Document Uploaded

Annual Report.pdf

Browse for:



- Once all files are listed beneath Document Uploaded, click Submit

Email Address: *

Report Type: * ☒ Cash Basis ☐ GAAP Basis

Certification/Cover Page (Required Signature) * ☒ Attached ☐ Mailed

Statements: *

C4/C5 Resources & Uses	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
Notes	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable

Schedules: *

04 Detail of Revenues	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
05 Detail of Expenditures	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
07 Warranty Activity	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
09 Long-Term Debt	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
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17 Public Works	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
19 Labor Relations	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
21 Risk Management	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable
22 Annual Audit Assessment	<input checked="" type="radio"/> Attached <input type="radio"/> Mailed <input type="radio"/> No Activity <input type="radio"/> Not Applicable

Document Uploaded

[Annual Report.pdf](#)

Browse for:



Confirmation

- Confirmation screen will appear
- Recommend printing screen for proof of filing



Rejection

- If selected items are missing, the report may be rejected

“Thank you for submitting your annual financial report to the Washington State Auditor's Office. We encountered a problem with your report. We need you to provide the following information to complete your report. If you have questions or experience difficulty adding the information, please contact Duane Walz at walzd@sao.wa.gov or (360) 725-5594.”



Acceptance

- If all selected items are attached/mailed, you will receive an acceptance e-mail.

“Your annual financial report has been accepted by the Washington State Auditor's Office. Thank you for submitting your information in a timely manner. Please direct questions to Duane Walz at walzd@sao.wa.gov or (360) 725-5594.”



For assistance, please contact Duane Walz at
walzd@sao.wa.gov or (360) 725-5594

